

EXECUTIVE DIRECTOR, School Facilities Construction Commission

The School Facilities Construction Commission is a corporate entity of state government. It is governed by a nine-member group of Commissioners who are appointed by the Governor. The Executive Director reports to this group and is the chief executive of the Commission. The organization is attached to the Finance and Administration Cabinet for administrative purposes.

EXAMPLES OF WORK PERFORMED:

- With commission chairperson, plans and conducts quarterly and special meetings of the commission.
- Serves as spokesperson for the commission within and outside of state government.
- Represents the agency before the general assembly, legislative committees, and professional groups.
- Develops, recommends, and implements the legislative agenda for the commission.
- Executes timely and accurate budget preparation, along with ongoing strategic analysis. Prepares and presents financial reports for the Office of State Budget Director, legislature, commission, and others.
- Ensures compliance with all state government processes and practices.
- Ensures and executes sound management of all financial affairs including agency budgeting, audit, contracts, legal, insurance, capital plan, and technology resources.
- Works closely with the fiscal agent, bond underwriter and bond counsel to ensure that all state regulations as well as other conditions are beneficial to the financings incurred on behalf of the commission.
- Attends and participates in regional educational cooperatives meetings and various professional group meetings to ensure proper communication with stakeholders.
- Collaborates with leaders of school districts, state and private entities, and the general public, to exchange information and address concerns while ensuring that the commission complies with all statutes and regulations.
- Works closely with the Kentucky Department of Education to facilitate the implementation of a comprehensive school facility construction program and educational technology program for the state.
- Because of a small staff, the executive director administers AND personally accomplishes tasks that comprise the SFCC operations, which includes supervision of staff.
- Performs related work that may be assigned by the commission chairman or cabinet secretary.

GENERAL QUALIFICATION GUIDELINES

The successful candidate must have at least five years of documented leadership experience in a state or federal governmental agency, college, K-12 school, or an appropriate related setting. Bachelor's degree required; degree in education, finance or financial management preferred. The ideal candidate will have experience at the highest level of an agency, school, or business entity, and a demonstrated ability to represent the agency with staff, board members, government officials, media, and other stakeholders.

The ideal candidate:

- Must be extremely articulate, well-organized, self-directed and effective in executing hands-on leadership/management.
- Must have strong organizational, collaborative, writing, and verbal skills, along with effective inter-personal communications abilities. Must be able to effectively communicate with technical and non-technical users.
- Must have strong computer skills, writing, verbal communications and professional interpersonal skills.
- Will be conversant in public capital finance concepts and working with folks in that industry.
- Must be competent with Microsoft Office applications, including Access, Excel, PowerPoint, Outlook, Word, etc.
- Must be able to simultaneously lead and be a team member while effectively communicating with people at all levels of the organization.

Compensation:

The salary for the successful candidate will be based upon experience and qualifications. Benefits include vacation and sick leave, holiday pay, optional deferred compensation plan and the Commonwealth employee's health and life insurance plan.

The position is located in Frankfort, KY and is an unclassified, non-merit position in accordance with KRS 12:050. Occasional travel within the state will be required.

Application Process:

Applications received by August 23, 2013 will be given priority consideration. However, the position will remain open until filled.

To apply for this position, please send a letter of application addressing the qualifications noted above, current resume, and three personal or professional references to:

Finance and Administration Cabinet
Office of the Secretary
Room 383, Capitol Annex
Frankfort, KY 40601

Or

SFCCExecutiveSearch@ky.gov

Applicants and employees in this position may be required to submit to a drug screening test and background check.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D